

**Minutes of LPSA Meeting
Wednesday 12th November 2014
Lingfield Primary School**

Present: Seonaid Bentley (SB), Sophie Mills (SM), Clare Dawson (CD), Alyson Rogers (AR), Sam Louis (SL), Claire Baker (CB), Ruth Hunt (RH), Sana Karimi (SK), Jane Blunt (JB), Sharon McConnell (SMcC), Laura Martin (LM), Helen Aaron (HA), Julie Tappin (JT), Maggie Vinter (MV), Claire Rowley (CR)

1. Apologies

Jessica Janes, Pip Sedgwick, Susannah Summers, Sarah Marlow, Vicky (Moths mum), Lisa Roach, Zoe Agambar

Summary of action points

Local businesses approached to sell Christmas Fair raffle tickets (The Star pub & Community Centre)	CD/ AR
Possibility of LPSA website running from school server and being directly linked to school website	JT/ MV
Easy Fundraising handover from CD to LM. Email with link to register distributed ASAP in time for Christmas shopping & flyer produced to hand out in Book Bags/ at Christmas Fair	CD
3 x suitable locations chosen for LPSA boards to gain maximum exposure	JT
New LPSA logo design request to be sent out to Parents/ Guardians straight after Christmas	LM
Final quotes for LPSA expenditure – playground flooring and equipment	JT
Teachers to be asked for classroom specific “wishlists” and approximate costings to be reported back to LPSA	JT
Storage solution for LPSA supplies – quote from known company	SMcC
Vista Print banners to be priced up for Ragbag event	CB

2. Election of Vice Chairs

Sophie Mills and Seonaid Bentley proposed as Co-Vice Chairs by Pip Sedgwick, seconded by Sam Louis and voted in.

Secretary & Communications roles still vacant.

Class Reps for Netwings, Snails and Termites still vacant.

3. Review of action points from AGM on 16/10/14

CR brought up Y6 leaver's book. CD suggested production of such a book would need to be started ASAP to be ready in time for end of school year. Hoodies worked well last year @ £9.95/ £11.95 with parents paying £5 & LPSA paying the rest plus postage (a total of £247.60 spent) Request for similar amount this year. Granted. LM suggested a cheaper option for year book/ photobook. JT confirmed there will be a leavers "graduation" event but no details as yet.

LM discussed £30 offset by Gift Aid for sponsorship of bricks with company names added on. Suggested not to be flat on the floor as per Dormansland Park but within a vertical wall. JT confirmed no walls to be built soon. Idea parked for a later date.

Pip Sedgwick not present to advise on progress of communication to external companies requesting sponsorship etc. To be rolled to next meeting.

4. Christmas Fair update by SM and SB

Stalls and help list distributed – MORE HELP NEEDED on certain stalls.

AR confirmed new Santa! Ray Parkes arriving at 10.45.

32 bookings already taken for Grotto – up on last year. More comms needed via school office to boost sales.

Nicki Dervishi has requested all LPSA comms received by Tuesday evening to send on Wednesday. Nursery often missed due to different class schedules . AR suggested Tuesday lunchtime deadline. Agreed by all.

Raffle tickets to be distributed this week: 1st prize a tablet/ 2nd prize a 5kg turkey/ 3rd prize a hamper – request for distribution of raffle tickets into wider community. CD to ask The Star & Greyhound pubs & AR at the Community Centre to see if they could help to sell.

AR confirmed 8 stall holders booked so far plus Fairtrade (whose stall is FOC).

Choir placement discussed. JT will be handing over to KS2 children to organise.

Sweeties to be collected this week. Good collection of toys already. Banner space booked for post office slot. Awaiting production of banner.

Press release sent out to local press to advertise Fair. AR and SM going to Meridian radio on 13/11/14 to promote.

CD suggested freebie toys from magazines work well for prizes. Collection throughout year needed & traditional games at Fair may not be so lucrative without.

Plates for cakes to be sent out to WHOLE school this year (rather than KS1 OR 2) to maximise quantity received.

CR suggested cakes to be kept to a minimum on Refreshments stall and sell mainly on Cake stall. Keep boxes of cakes/ pies in boxes to sell whole rather than as individuals.

5. LPSA “info@” & website

LPSA “info@” email address to Chair and Vice Chairs from now on. CD keen to hand over website responsibilities. New website/ design needed to be set up retaining eCommerce capabilities. LM to push more Facebook usage. LPSA website could to be linked to school website via school server for ease of access. JT/MV to look into viability with Weebly.

6. Noticeboards

Locks been replaced by simple nuts so easy now to access. New Perspex needed. JT would like LPSA signage moved to better locations. Possibly 3 x signboards to be located at 3 x entrances. New signs and logo needed.

7. LPSA logo

LM suggested some new logo design ideas suggesting logo should to be generic and easy to copy using one standard font. However consensus was that need was for a new professional logo produced as different sized JPEG images that cannot be edited as often used externally. Communication to be sent out requesting that any budding parent (or child) designers submit entries. TO GO OUT AFTER CHRISTMAS.

8. Easy Fundraising

CR reported £83 made Jul-Sept – management of Easy Fundraising needs to be handed over to LM. Parents could be using this form of fund raising much more. Purchases in school should be using Easy fundraising. Comms needed to promoted before Christmas to gain Christmas shopping funds. CD to generate an email with a direct link to register as well as a flyer to be distributed in Book Bags or at Christmas Fair

9. Ragbag & Christmas Cards update

CB doing a great job in her new role co-ordinating. Ragbag collection taking place on 17th November. SL suggested Vista Print for generic banners to be produced as such a regular event. CB to investigate. Help needed (and gained) at drop off points between 8.40-9am. Christmas card samples have been received. Communication to go out tomorrow. Deadline for orders by 18/11/14. Cards to be back by 2-4th Dec which will be cutting it fine for overseas postage cut off. CB suggested next year to submit designs before half term. 30 more templates received this year than last year.

10. Quotes for LPSA expenditure

JT reported that she is awaiting a firm quote from Trimtrail but that other companies charge £150 to visit even before quoting so unlikely to receive additional quotes. 2 x playground flooring quotes received. Surrey consultant for outdoor play has visited school to advise on what is needed and how to spend funds. It has been decided against replacing dining tables due to size of tables not being practical. JT to present firm quotes to LM when they come in after presentation to school council - by New Year if possible.

11. LPSA storage

A new solution required. JT spoke about off site/ on site storage containers. SMCC to provide quotes using her husband's contact. The need for adequate weather proofing discussed.

12. AOB

LM raised the point that how we spend LPSA funds is not advertised to parents enough. To be promoted on new boards. A fresh start needed with more information about what LPSA do and where our money goes. JT wanting the Arts to be better represented by expenditure. CD/ JT suggested teachers are approached about classroom/ year group "wish-lists" if given small sums by LPSA (£100-200) which has happened in the past. To be actioned straight after Christmas and suggested expenditure reported back to LPSA. LM suggested we have fundraising targets – only applicable when we have specific larger projects to fund eg. the library/ kitchen garden.

CB has approached Telescope House and they have advised that best time for our next Stargazing event would be mid – late February. To be schedule for after February Half Term.

Volunteer sign-up sheets distributed to Class Reps.

******Next LPSA meeting to be held on MONDAY 15th DECEMBER at The Star from 8pm******